

Policy and Administration

LOCATION: The 17 Western States in Reclamation's Service Area and Washington, D.C.

DESCRIPTION/JUSTIFICATION: The Policy and Administration appropriation finances all of Reclamation's centralized management functions. The purpose of the appropriation is to support management and administrative activities which are not chargeable directly to a specific project or program. Managerial support provided by this appropriation includes overall program and personnel policy management; equal employment opportunity management; safety and health management; budgetary policy formulation and execution; financial management policy; information technology management; procurement, property, and general services policy; public affairs activities; and organizational and management analysis. Also included are continuing initiatives in support of competitive sourcing, workforce diversity, organizational streamlining, and improved workforce performance. In addition, the Policy and Administration appropriation supports Reclamationwide high priority efforts such as oversight and development of policy and guidance for implementation of the Government Performance and Results Act (GPRA).

Policy and administration activities include: develop, review, and revise technical and statistical publications; certain international and interagency activities; legal reviews and opinions; Reclamation management; managerial training; attendance at meetings of technical societies and professional groups; public involvement; review and control, including the Management Control Program; special initiatives; and special inquiries, analyses, and activities.

The **Office of the Commissioner** is responsible for providing policy direction on all water, land, power, and related programs within Reclamation. The Chief of Staff, located in Washington, D.C., serves as key staff member in management, coordination, and achievement of Reclamation's mission. The Director of Security, Safety, and Law Enforcement, located in Denver, CO, is responsible for the management of Reclamation's security and safety programs and initiatives, including the safety of dams program, and for implementing the newly authorized law enforcement program. The Director of External and Intergovernmental Affairs, located in Washington, D.C., has oversight of Reclamation's Congressional and Legislative Affairs and Public Affairs functions, and is responsible for Reclamation's national relationships with Federal, state, and local governments, as well as citizen and other nongovernmental groups. The Director of Policy, Management, and Technical Services (PMTS), is responsible for overall coordination of many functions provided by the Commissioner's office. The activities reporting to the Director of PMTS include: the Office of Policy, located in Washington, D.C. and Denver, CO – responsibilities include development and formulation of Reclamation policy; the Management Services Office, located in Denver, CO – provides Reclamationwide administrative policy and oversight services (Finance and Accounting, Information Technology, Property and Office Services, and Contracts and Acquisition); and the Technical Service Center, located in Denver, CO – provides technical support, maintains Reclamation's technical capability, and facilitates technology transfers. Other responsibilities within the PMTS umbrella include the Diversity and Human Resources Office, located in Denver, CO; the International Affairs Group, located in Washington, D.C. and Denver, CO; and the Research and Natural Resources Office located in Washington, D.C. and Denver, CO. The Director of Program and Budget, located in Washington, D.C. – in cooperation with the area and regional offices – is responsible for Reclamationwide budget formulation and execution, and all aspects of Government Performance and Results Act (GPRA) coordination including development of the Annual Plan and Strategic Planning. The Director of Operations, located in Washington, D.C., in cooperation with the area and regional offices, oversees the execution of Reclamation programs.

Regional Offices/Area Offices – Management of Reclamation’s water resources activities in the 17 Western States is carried out by five Regional Offices which are located in Boise, Idaho; Sacramento, California; Boulder City, Nevada; Salt Lake City, Utah; and Billings, Montana. The Regional Offices provide services covering policy, management, and program administration or Reclamation mission related support as follows:

Policy – Provide support of ongoing Reclamationwide policy level formulation, guidance, and review activities. This includes support of preliminary title transfer activities; Reclamation participation in forums, conferences, councils, and similar activities related to water resource issues; refinement and implementation of GPRA; and participation in the Reclamationwide effort to diversify the workforce.

Management – Provide direction and oversight guidance to assure adherence to Reclamationwide policy, and oversight to assure adherence to Federal government requirements; direction and guidance necessary to achieve Reclamationwide program and mission accomplishment; and support for managerial development programs.

Program Administration/Mission Related Support – Continue essential overall management and direction functions of Reclamation above and beyond those chargeable to projects and program activities covered by separate funding authority. These functions include overall program management; human resources; equal employment opportunity; safety and health management; budget preparation; finance; information technology management; procurement; property and general services policy; public affairs; and organization and management analysis. Other activities include the Management Control Review program; and revise and develop manuals, standards, and technical and statistical publications. Also included are continuing efforts in special initiatives such as supporting workforce diversity, streamlining efforts, improving work performance, and support of public awareness and education programs.

AUTHORIZATION: P.L. 68-292, Second Deficiency Appropriation Act of 1924 (Fact Finders’ Act), December 5, 1924; and P.L. 79-35, Amend Fact Finders’ Act, April 19, 1945.

SUMMARIZED FINANCIAL DATA

Program Financial Data

Activity	FY 2003 ^{1/}	FY 2004
Policy and Administration	\$54,870,000	\$56,525,000
Total Program	\$54,870,000	\$56,525,000
Request	\$54,870,000	\$56,525,000
Total Reclamation Allotment	\$54,870,000	\$56,525,000

^{1/} The FY 2003 column reflects the President’s budget request level.

WORK PROPOSED FOR FY 2004: Continues support of ongoing Reclamation management and general oversight functions. This includes day-to-day Reclamation management, administrative, and policy functions necessary to ensure effective and efficient implementation, and execution of all Reclamation sponsored programs. Specific activities include, but are not limited to: personnel training and development programs; develop, review, and revise technical and statistical publications; respond to special inquiries; and the development and long-term maintenance of Reclamation’s information technology program. The additional funding in the FY 2004 request includes funding for labor cost increases due to cost of living raises and inflationary costs for non-pay activities.

Reclamation Request

\$56,525,000